

# *MI / SWN MISSION MATCHING SERVICE*

*Helping Agencies connect with  
Enquirers*

***FULL PARTNER  
USER MANUAL***  
*(Edited Version for State Reps)*

***June 2015***

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## Introduction

**The MMS provides an initial interface between Enquirers and Agencies** where serious Enquirers can easily investigate a wide range of mission opportunities. The MMS is a mission “one stop shop” where people who are serious about mission but uncertain about a destination or ministry opportunities can use the websites for research because they understand that information from many diverse agencies is available in one place to help them make decisions. These “Enquirers” are strongly encouraged to enter their “personal profiles” and check out the resulting “matches” with Partner Agencies. These profiles are essentially expressions of interest as candidates.

**The website** incorporates:

- **A mission matching service** where
  - You can enter your agency details and update them as required;
  - Enquirers can enter their personal details and update them as required;
  - All Enquirers agree to a privacy clause allowing agencies to access their data;
  - As a **Full Partner** you can match Enquirers’ profiles against your agency profile, conduct other searches based on your own selection criteria, and mine the data base of enquirers
- **A web link to your site** with a brief description of your agency and contact details.
- **A “Top Needs” facility** where you can enter details of up to 5 opportunities suitable for a range of ages - on-line for regular update and management.
- **A “Short term Teams” facility** where you can enter details of up to 5 teams - on-line for regular update and management.

This manual has been designed to help you:

- Login
- Search for information on Enquirers.
- Understand and use the Matching Features
- Understand the Top Needs and Teams features

**Your National Office staff remain responsible to update the Profile Information and to enter any Top Needs & Teams. Please liaise with your National Office regarding any entries or changes.**

If you have any questions, please contact the Second Wind office on (07) 38436610, or Email [admin@secondwind.net.au](mailto:admin@secondwind.net.au), or Skype `second_wind_network`. If you need help in using the website we are able to walk you through the process live on Skype, or phone.

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## 1. Getting Started

As a Partner of the MMS, your agency has been allocated a **Username and Password** which will allow you to access the software program to view your agency's profile information and matches. Your National Office will be able to change these if desired.

Go to Second Wind website homepage – <http://www.secondwind.net.au> or to the Missions Interlink Opportunities section - <http://www.missionsinterlink.org.au/opportunities>.

Click on the **Partner Login** button located in the Sidebar. The Login page will display.

An alternative Login is a sub-menu item under *Partners* on the SWN site

The Login page will display.

Second Wind Network

partner action

Welcome Agency Partner!

Mission Matching Service Partner Agency Login

Username:

Password:

Enter

[Return to SWN Main Home Page](#)

[Return MI Opportunities Page](#)

Login using the user name and password supplied. **Please note that these are case sensitive.**

The **Agency Main Menu** page will then be displayed. (This is the main menu.)

The following is an explanation of the items on this page:

The screenshot shows the 'partner action' page of the Second Wind Network. The page has a header with the logo and a title 'partner action'. The main content area is divided into several sections with links. Annotations with arrows point to specific links and sections, explaining their functions.

Annotation	Target on Page
Click on <b>HELP</b> to display an explanatory HELP page.	<a href="#">[HELP]</a>
View, update, and manage <b>Enquirer Matches</b> , (more info later).	<a href="#">View Your Candidate Matches</a>
The <b>Search the Database</b> section provides different types of searches (more info later).	<a href="#">Search for Enquirers by Name</a> , <a href="#">Search for Enquirers By Occupation</a> , <a href="#">Search for Enquirers By Qualifications</a> , <a href="#">Search for Enquirers By Ministry Preference</a> , <a href="#">Search for Enquirers By Date of Entry or Last Update</a> , <a href="#">Super Search for Enquirers (all other profile parameters)</a>
The <b>Manage [Agency Name] Profile</b> section allows you to enter and edit your specific agency information	<a href="#">View the Test Profile</a> , <a href="#">Edit Contact Information</a> , <a href="#">Edit Service Information</a> , <a href="#">Edit Ministry Opportunities</a>
The <b>Top Needs</b> section allows you to enter up to 5 of your most urgent needs.	<a href="#">Enter/Edit/Delete Top Needs</a>
The <b>Teams</b> section allows you to enter up to 5 of your Short term Teams	<a href="#">Enter/Edit/Delete Teams</a>

## 2. Mission Matching Service

This system is the major feature of the SWN website. Individual Enquirers enter their profiles with the same criteria as the agencies, and then both can determine how their preferences match up. Matching is based on 5 criteria in the Agency and Enquirer profiles:

- Ministry Preferences of Enquirer
- Ministry Preferences of Spouse (if married)
- Regions of the World
- Languages other than English
- Time Commitment

You can only view Enquirers who have expressly given permission for agencies to view their data and make contact with them if desired.

**Although Enquirers are encouraged to directly contact Agencies with whom they have high matches, Agencies are also encouraged to directly follow up Enquirers who match with their profiles.**

## 2.1. List of Enquirers as per Reminder Email

This list enables you to see all new enquirer profiles recently entered, similar to the list enclosed in the bi-monthly reminder email sent out by the SWN office, but it also incorporates the % match with your agency, and the Match List assigned to the enquirer. (default is *New Listings* – see **Sec 2.6**).

<a href="#">Agency Main Menu</a>	<h3>Search for Enquirers by Date Entered/Updated</h3> <p>Use this utility to find a list of enquirer profiles ordered by Date Entered/Updated Search utility for Test Agency</p> <p>Order by: <input checked="" type="radio"/> By Entered/Updated <input type="radio"/> By Last Name</p> <p><input type="button" value="Search"/></p> <p style="text-align: right;"> <input type="button" value=" &lt;&lt; Back"/> To return to previous page  Return to the <a href="#">Agency Account Options</a> page. </p>
----------------------------------	--

Any profiles that have not yet been updated for matching will show with a NIL % match value. By clicking on a name you can view the enquirer's full profile. It's a quick way to view your matches.

enu

Search for Enquirers by Date Entered/Updated

Click on the name to view the enquirer profile.

Names	MatchRate MatchList	Updated <i>Orig Entered</i>	Occupation(s)	Qualifications
<a href="#">Dianne Koch</a>	60% New Listing	2010-03-12 <i>2009-10-10</i>	Reg Nurse	Reg Nurse, midwife, Masters Public Health, ESL teacher
<a href="#">Wendy Morris</a>	0% New Listing	2010-03-04 <i>2009-05-24</i>	Fulltime Student - Tabor Adelaide	BSc(Geog), MRRP(Planning)
<a href="#">Jann &amp; Geoffrey Eyles</a>	60% New Listing	2010-03-02 <i>2008-03-15</i>	English second language teacher Primary School Chaplain, Qld, Australia	BArts Asian Studies, Post Grad.TESOL Adv.Dip.Christian Ministry, ACOM; Ecum. Hospital Chaplaincy, Trinity Theological College, Brisbane
<a href="#">Domenic &amp; Margaret Rigano</a>	60% New Listing	2010-03-01 <i>2009-11-08</i>	Farmer homemaker	N/A
<a href="#">Chris Bratby</a>	40% New Listing	2010-02-26 <i>2007-05-06</i>	Consulting Structural Engineer	BE(Civil)
<a href="#">Teresa Moir</a>	60% New Listing	2010-02-26 <i>2008-10-12</i>	ypist/customer service	N/A

**See Sec 2.3 (Run Matching Program) over page for how to update the Matching % if it is not displayed.**

## 2.2. Viewing Matches in detail

(Link located at top of Main Menu screen)

When you select **View Your Enquirer Matches**, the screen displays a list of all Enquirers matching your profile criteria, sorted according to Match Rate initially. The percentages are based on the 5 criteria above. You can also choose **Alternative Lists such as Saved or Deleted**.

**NEW FEATURE:** You can also **SORT** by Match Rate, Profile Age, or State.

Depending on the Match Filters chosen (Sec 4.5), some of these columns may not display. (eg If you close "Exclude Profiles with Divorce", the "Divorce" column will not display nor will Profiles with Divorces)

**Enquirers with choices that fit your criteria:**  
Choose List and Display Order (**Match Rate, Profile Age or State**) from pull-down lists below

View List:     
[Manage List Names & Profile Age](#) [Review/Change Match Filter Settings](#)

Select	List: New Listings Name	Match Rate	Ministry Prefs	Spouse Prefs	Time Period	Regions	Languages (Not English)	Australia State	Australia Only	Financial Status	Paid Only	Divorce Status	Days since Entry/Update	Note
<input type="checkbox"/>	<a href="#">Kelly, Julie</a>	80	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N	QLD		4			65	
<input type="checkbox"/>	<a href="#">Sibrava, Alan</a>	60	N	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N	<input checked="" type="checkbox"/>	NSW		4		D	63	
<input type="checkbox"/>	<a href="#">Welsh, Trevor</a>	60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N	<input checked="" type="checkbox"/>	N	NSW		4			88	
<input type="checkbox"/>	<a href="#">Palasrinne, Riitta</a>	40	<input checked="" type="checkbox"/>		N	N	N	ACT		5		D	57	
<input type="checkbox"/>	<a href="#">Waring, Collen</a>	40	N	N	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N	SA		5			89	

Move selected to:

Financial Status code: 0=In debt;1=Paid positions only; 2=Need full funding plus retirement funds; 3=Need full funding; 4=Partially Self-supported; 5=Fully Self-supported  
 Divorce History Code: D=Primary Person; S=Spouse Been Divorced; B=Both Been Divorced.  
 Note, as requested:  
 Matches at and below 20 percent are not shown.  
 Matches for profiles updated more than 90 days ago are not shown.

[Review/Change Filter Settings](#)

**Choose List & Sorting order, then press View Selected List**

**Manage List Names & Profile Age**  
See Section 4.4 below

**Enquirer name link**  
Click on a name to display the Enquirer's full profile.

**Manage your matches – move selected profiles to the Match list of your choice** (see Sec 4.3 next page)

**Review Filter Settings**  
See Section 3.4 below on Enter/Edit Match Filters.

## 2.3. Run Matching Program


If any new Enquirers have registered or updated a profile since you last logged on, an additional option will display – **"Run Matching Program (n Enquirers are Unmatched)"**. Select this option, and your list of Enquirers will be automatically updated.

If you have altered your profile, you will also see a separate command – "The ministry profile has been revised. After completing all adjustments **.Re-Run Matching Program to revise inquirer matching percentages.**"

After activating these options, return to your normal match listing to view the matches.

## 2.4. View an Enquirer Profile

By clicking on a name in either match list, you can view the Enquirer's full profile, which includes a lie email link.

 <b>enquirer profile</b>	
Welcome Back!	
Testy Test is in your match listings at <b>40</b> percent on the <b>New Listing</b> list. <div>close window</div>	
Process Stage: I am in the <b>Beginning</b> stage of this journey. First Entered: 2008-05-30 Last updated: 2009-08-04	
<b>Enquirer:</b>	Testy Test
Born in:	Jul 1947
Qualifications:	BA
Occupation:	retired
Citizen/Perm Res:	Yes
<b>Bible Training:</b>	
Formal	No
Informal	No
<b>Email:</b>	<a href="mailto:lindsay@secondwind.net.au">lindsay@secondwind.net.au</a>
<b>Address:</b>	66 Cadogan St Carindale, QLD 4152 Australia
<b>Day Phone:</b>	07 38436610
<b>Evening Phone:</b>	0437731802
<b>Best time to call:</b>	Working hours
<b>Family Status:</b>	
Marital status:	Single
	Children Total: 0
	Dependents at home: 0
Available Short-Term: Now	Dependents elsewhere: 0
Available Long Term: 2009	Independent children: 0
<b>Ministry Preferences:</b>	
CHURCH DEVELOPMENT - Bible Translation	
CHURCH DEVELOPMENT - Church Planting	
COMMUNICATIONS - Visual Arts	
COMMUNITY DEVELOPMENT - Appropriate Technology	

This will give you a reasonable amount of information about the Enquirer, so you determine whether to contact them further. If you view the Profile by clicking on the name in the List of Matches, any Ministry Preferences will be **in bold**.

## 2.5. Managing your Matches

At the bottom of the list of matches is a yellow panel with words “**Move selected to ....**”. This is a Pull-down list, initially reading “New Listings”, but when you click on the down arrow, it will display a number of other different categories. You can use this facility to organise the profiles after you have viewed them eg If you have decided that you are not interested in someone, you can move them into the DELETED category, and it will not be visible in “New Listings” next time. If you do not move them from the “New Listings” list, they will keep appearing there.

You can file particular Enquirers under any of the categories in the Pull-down list, to suit your particular requirements. This is recommended so that you can manage the profiles after you have viewed them, and possibly only have new Enquirers displayed in the default “New Listings” each time you log on.



Click the Select boxes for those Enquirers you wish to file, choose the appropriate List category, and click the **Move** button. At the top of the page is a similar Pull-down list, so you can select which category to view at any time. "New Listings" is the default category.

This only affects the way your agency will view the profiles. They still remain on the master SWN database.

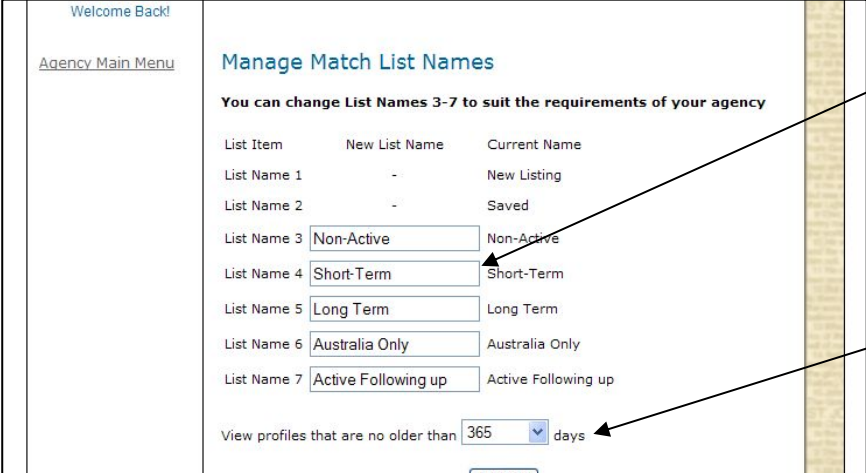


When you view an enquirer's profile, (by clicking on a specific name) you will see the same option to file their profile under a specific listname, at the bottom of the page. This enables you to view a profile, re-classify it if desired, without first returning to the main match-list. However, you will need to refresh your screen to see the changes effected.

You can also rename most of the Listnames to suit your particular requirements if desired. Click on the **Manage List Names & Profile Age** link and you will be taken to a new page where you can rename these lists and also select the maximum age of the profiles you wish to be displayed. (see 3.6 below)

Click the "pen" symbol  to display a NOTES screen where you can record your own information about the Enquirer. No one else can see this Notes screen, which is exclusive to your agency. If you have entered a note about an enquirer, the pen symbol will be displayed in Bold .

## 2.6. Manage Listnames and Age of Profiles



Here you can rename Listnames 3-7 to suit your particular requirements, if desired. If you leave a name blank, it will revert to the default name (listed as current names here).

You can also choose the maximum age of profiles to be displayed. (also available in the Match Filters screen - Sec 4.5).

## 2.7. Match Filters

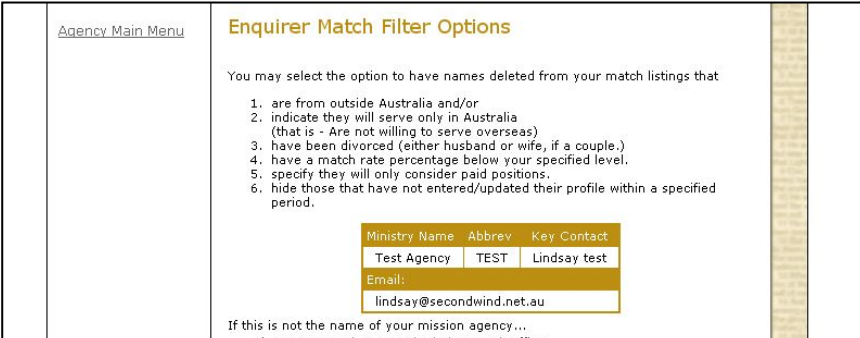
You can set up match filters additional to the 5 criteria used in the profile, to suit your agency's particular needs.

Additional options available are to filter out those Enquirers:

- Not living in Australia
- Not willing to serve outside Australia
- With a history of divorce
- Only seeking paid positions
- Whose profiles are older than the specified no of days.
- Who have a match rating below your specified minimum match rating.

You can apply the Match rate filter to all match lists or just new listings

Select **Enter/Edit Match Filters** on the Agency Main Menu Page.





### 3. Additional Search Features

There are several additional search utilities on the Main Menu page, in the **Search the Database** section:

1. Search for Enquirers by Name or State.
2. Supersearch for Enquirers eg by Age, Marital status, Time commitment, etc.
3. Other Searches based on Qualifications, Occupation, Ministry Preferences or Update date.

The searches are completely independent of the criteria in your profile.

#### 3.1. Search for Enquirers by Name or State

Follow the instructions of the screen to locate specific individuals or a full list of all Enquirers. By clicking on an individual name in the list, you will display their complete profile.

The screenshot shows a web interface for searching enquirers. At the top, the title is "Search for Enquirers by Name with matches". Below the title, instructions state: "Use this utility to find an enquirer profile if the first or last name is already known. Enter first OR last name fragment in Enquirer Name box. To display all names, leave Enquirer Name box blank". A label "Search utility for Test Agency" is present. There is a text input field labeled "Enquirer Name:". Below the input field, the "Order by:" section has two radio buttons: "By Last Name" (which is selected) and "By State". A "Search" button is located below the radio buttons. At the bottom, there is a "<< Back" button with the text "To return to previous page" next to it, and a link "Return to the Agency Account Options page."

The lists can be sorted by **Name order** or **State order**. The list will also display the %match with your agency and the Listname under which you have filed the profile.

#### 3.2. Advanced Searches for Enquirers by Qualifications , Occupation, etc

This feature has 4 specific search options:

- Qualifications
- Occupation
- Ministry preferences
- Date of last entry or update

Click on the search of your choice. Then select any additional filters you wish to apply. Click on **Find**.

[Agency Main Menu](#)

### Enquirer Advanced Search Report

Individuals that enter their personal profiles indicate their qualifications and occupation in a free form text field.

Find:

1. Enquirers by Qualifications or
2. Enquirers by Occupation or
3. Enquirers by their selected Ministry Preference
4. Enquirers recently updated

Agency Name	Abbrev	Key Contact	Email
Second Wind Network	SWN	Lindsay Fell	info@secondwind.net.au

Omit any user entries from this report that

☐ are from outside Australia; and/or

☐ have a history of divorce.

☒ Order list by last name or

☐ Order list by date updated.

Choose a report:

☐ View enquirers by Qualifications or

☒ View enquirers by Occupation or

☐ View enquirers by Ministry Preferences.

☐ View enquirers entered/updated in last  days.

**Note:**

As Enquirers enter their qualifications and occupation in “free text” fields, the software searches on fragments of the relevant qualifications or occupations to find all Enquirers or Spouses that match these choices. Because it is difficult to predict what words Enquirers will specifically use, at times the search results may pick up additional Enquirers not matching the desired search result.

On the next screen select the particular Occupation, (or Qualification or Ministry Preferences) you want to find, and any additional filters. For Occupation and Qualification searches, you can select only one option, but for Ministry Preferences you may select up to 3 options.

[Agency Main Menu](#)

[Main Home Page](#)

[Agency Home Page](#)

SecondWind Network  
66 Cadogan St  
Carindale, QLD 4152  
Phone: 07 38436610

<Email SWN Office>

### Enquirers Having Selected Occupation Report for Second Wind Network

Optional: Further filter by  
Select State

Optional: Further filter by **[NEW!]**  
Age (This test is applied to the user only, not the spouse.)  
Low Age:  High Age:

Select	Job Title List	Select	Job Title List	Select	Job Title List
<b>Agriculture</b>					
<input type="radio"/>	Agronomist	<input type="radio"/>	Farmer	<input type="radio"/>	Horticulture
<input type="radio"/>	Veterinarian				
<b>Church Related</b>					
<input type="radio"/>	Camping	<input type="radio"/>	Children Ministry	<input type="radio"/>	Missionary
<input type="radio"/>	Music / Worship	<input type="radio"/>	Pastor / Clergy	<input type="radio"/>	Sports Evangelism
<input type="radio"/>	Youth Pastor / Worker				
<b>Communications</b>					
<input type="radio"/>	Artist	<input type="radio"/>	Editor / Writer	<input type="radio"/>	Graphic Design
<input type="radio"/>	Human Resources	<input type="radio"/>	Media	<input type="radio"/>	Public Relations
<input type="radio"/>	Radio / TV				
<b>Education</b>					
<input type="radio"/>	Educator	<input type="radio"/>	Librarian	<input type="radio"/>	Principal/School Administrator
<input type="radio"/>	Professor	<input type="radio"/>	Science Teacher	<input type="radio"/>	Student
<input type="radio"/>	Teacher	<input type="radio"/>	TESOL		

Then press **Display Enquirers** button at bottom of page.

The search results will display a list of names meeting these criteria. By clicking on a name, the Enquirer's full profile will be displayed, with an email link for quick contact.

### 3.3. Supersearches

This function allows you to search on a wider variety of criteria. You can select any or all of the following:-

- Bible training
- State
- Citizenship
- Age
- Marital Status
- Funding Status
- Process stage
- Time Commitment
- World Region
- Years when Available
- Ministry Preferences

Select your desired criteria, then select the **Search** button, at the bottom of the page.

The search results will display a list of names meeting these criteria. By clicking on a name, the Enquirer's full profile will be displayed, with an email link for quick contact.

**Super Search for Enquirers**

This utility identifies enquirer profiles according to their stated preferences.

**Training:**

Include in this search people that claim some Bible training:

☐ Have formal Bible training

☐ Have equivalent to 1 year Bible school training

**From Australian State:**

Include in this search people that live in the following state:

Optional: Further filter by

-- Select One --

**Citizenship:**

☒ No Australia citizenship filter

☐ Is an Australian citizen

☐ If Married, both Australian Citizens

**Notes:**

If there are particular searches you will use frequently, you may save these selection criteria as Named Searches.

These will display as a list at the top of this page.

Select the saved search you want, click **Use Selected Search**, and the search criteria will be populated with your saved criteria. Add additional criteria if desired, then select the **Search** button, at the bottom of the page.

#### 4. Enter/Edit Agency Information (Normally responsibility of National Office)

(Located in the **Manage the [AgencyName] Profile** section in bottom section of screen.)

Your National Office will need to edit your agency information from time to time to keep it updated. There are 3 sections of information.

##### 4.1. Contact Information.

The **key contact person**, email and phone will appear on the website. All electronic enquiries generated from the website will be automatically directed to this address.

**Your agency has requested that you, as a State mobiliser, be able to access the database as well to search for potential recruits. Your name(s) will not appear on the website, unless included in the agency description.**

##### 4.2. Service Information:

This comprises:

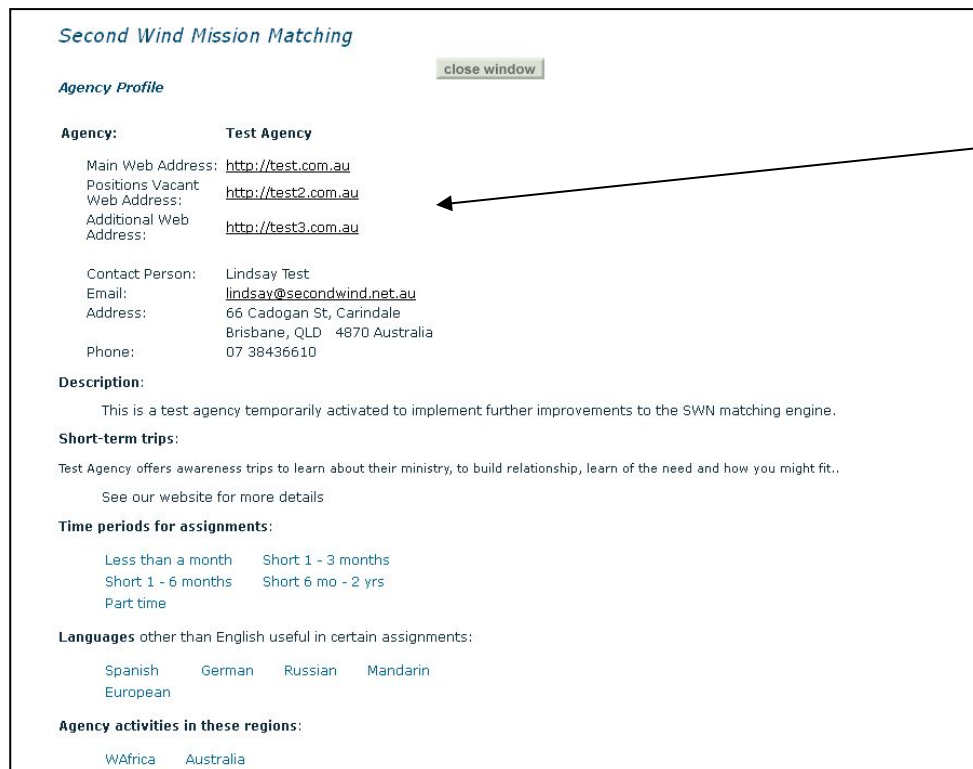
- Time commitment choices
- Languages other than English
- Regions of the World
- Information about Vision/Short-term trips offered

##### 4.3. Ministry Opportunities

If you want to review these pages but make no changes, you can select the **Return to your Main Menu Page** link at the bottom of the screen.

#### 4.4. View The Resultant Profile For Your Agency

In the Manage Agency Profile section, click **View the Agency Profile**.



**Second Wind Mission Matching**

**Agency Profile** close window

**Agency:** **Test Agency**

Main Web Address: <http://test.com.au>  
Positions Vacant Web Address: <http://test2.com.au>  
Additional Web Address: <http://test3.com.au>

Contact Person: Lindsay Test  
Email: [lindsay@secondwind.net.au](mailto:lindsay@secondwind.net.au)  
Address: 66 Cadogan St, Carindale  
Brisbane, QLD 4870 Australia  
Phone: 07 38436610

**Description:**  
This is a test agency temporarily activated to implement further improvements to the SWN matching engine.

**Short-term trips:**  
Test Agency offers awareness trips to learn about their ministry, to build relationship, learn of the need and how you might fit..  
See our website for more details

**Time periods for assignments:**

Less than a month	Short 1 - 3 months
Short 1 - 6 months	Short 6 mo - 2 yrs
Part time	

**Languages** other than English useful in certain assignments:

Spanish	German	Russian	Mandarin
European			

**Agency activities in these regions:**

WAfrica	Australia
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**Notes:**

The web address is a direct link to your website.

The email address is also a direct link.


Check the profile, to ensure it provides a correct description of your agency. It may be edited at any time from your Agency Main Menu Page. Return to that page by pressing the **Close Window** button.

When this profile is viewed by an Enquirer who has lodged their own profile, it also displays a pre-formatted email enquiry form, to make it easy for Enquirers to contact the Key Contact Person.

## 5. Top Needs Section

Partner agencies can enter up to 5 Top Needs for personnel or opportunities, either as generic positions or specific positions. These would usually be maintained by the National Office, but you may be able to arrange to enter them state by state.

Selecting **Enter/Edit Top Needs** will display this initial screen with a list of your agency's current Top Needs.



### agency action

Welcome Back!

[Agency Main Menu](#)

#### Top Five Personnel Needs

Second Wind Network provides information and challenge for people to enter missions after a time in another career.

This is an opportunity to list the top five needs in your organization. People will have the option of responding to these directly without submitting a profile.

Organization:	Test Agency
Contact Person (Default):	Lindsay test
Email Address (Default):	lindsay@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://test.com.au
Vacancies Web Address:	http://test2.com.au

One (1) record was found. Up to 4 more can be entered.

Del	Edit	Item#	Job Title	Region	Date Entered	Exp*
<input type="radio"/>	<input type="radio"/>	1	test	No Preference - Any Region	2011-11-11	113

☐ Delete All (Start Over)

\* Exp = Days to Expiration. This indicates the number of days until an entry will stop being displayed in the list of Top Needs. All entries will only be displayed for 6 mths to ensure they are current.

Personnel need number 2 is not filled. Click the button below to enter a new item or select an item in the table above to edit or delete.

Return to the [Agency Main Menu](#) page.

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each position if desired. Each position is displayed for 6 months, after which it will automatically expire. Check this list regularly, and if you want to renew a position, just open it in the edit screen and save it again. If a position has expired, the Exp\* column data will be in **red print** to alert you.

Go to [Opportunities/ Top Needs](#) to see how the list of Opportunities is initially displayed in various formats. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific position advertised.



## 6. Short Term Teams Section **NEW FACILITY**

Partner agencies can enter up to 5 Short Term Teams either as generic positions or specific entries. These would usually be maintained by the National Office, but you may be able to arrange to enter them state by state.

Selecting **Enter/Edit Teams** will display this initial screen with a list of your agency's current Short term Teams.

The screenshot shows a web interface titled 'partner action' for the 'Second Wind Network'. On the left is a sidebar with 'Welcome Back!' and 'Agency Main Menu'. The main content area is titled 'Short Term Teams' and includes a description: 'This is an opportunity to list up to five short term teams in your organisation. People will have the option of responding to these directly without submitting a profile.' Below this is a 'Default Contact Information (taken from Ministry Profile)' table:

Organization:	Test
Contact Person (Default):	Lindsay O'Toole
Email Address (Default):	test@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://www.secondwind.net.au
Teams Page Web Address:	

Below the table, it states: 'One (1) record was found. Up to 4 more can be entered. Today is 2015-05-26'. A table lists the team:

OK	Edit	Item#	Job Title	Region	Team Date	Exp*
		1	Test Agency team 1	North Africa	2015-05-01	-25

A note explains: '\* Exp = Days to Expiration. This indicates the number of days until an entry will stop being displayed in the list of Short term Teams. All entries will only be displayed while Team Date is in the future to ensure they are current. Any items with the Team Date & Exp in red have therefore expired and do not display. The red number indicates the no of days since expiration. Please either delete or review and edit, if necessary, then accept the listing.' Below this, it says 'Team number 2 is not filled. Click the button below to enter a new item or select an item in the table above to edit or delete.' There are two buttons: 'Enter/Edit/Delete a Short Term Team' and 'Clear Selection'. At the bottom, it says 'Return to the Agency Main Menu page.' and 'View the Teams display page (temporary) (Will be opened in a new window).' A footer note says 'Need help? Feel free to contact the Second Wind Network webmaster.'

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each team if desired. Each team is displayed until its Expiry date (Team Date), after which it will not be displayed in the List Of Teams as viewed on the SWN & MI Websites.

Check this list regularly, and if you want to renew a team, just open it in the edit screen and save it again. If a team has expired, the Team Date and Exp\* column data will be in **red print** to alert you.

NB: The Teams should cover a range of age groups, not just under 40 or over 40s. You should also review these regularly to ensure they are current.

Go to [Opportunities/Teams](#) to see how the list of Teams is initially displayed. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific team advertised.



**Email Enquiries Generated From the Enquirer's Profile**

If an enquirer sends a pre-formatted email enquiry it will contain a link to their profile. This will be sent to the Principal Contact who may in turn forward the email to one of the State reps. Following is an example of what you will see in the email message:

To view a summary profile for A & B CXXX click on the link below or enter the link into a new browser window.

<http://www.secondwind.net.au/user/profile.php?Code=4f9fecabbd77fba02d2497f880f44e6f>

By clicking on the link, you will be able to view the Enquirer's profile immediately, without having to first log in.

This email message can be forwarded to others in your organisation and the link will still remain active.

Alternatively you can forward the whole profile.

Open the profile in your browser.

Select: File, Send, Page by email (IE) or Send Link (Firefox).

The profile or weblink will then be incorporated in the body of your email message.

Note: This does not happen for enquiries generated from the Top Needs section, as there is no link from this to an Enquirer's profile. Enquirers do not have to first enter a profile to access the Top Needs section. If you are the designated Contact Person for a Top Need, you will receive a different message containing details of the enquirer.

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**6. Other Information**

If too much time elapses after login without any activity, the session will time out, and you will have to log back on again before performing any other functions.

Each partner agency is normally set to be active until 30 June the following year. This expiry date will be reset administratively by SWN upon renewal of partnership for a new year.

**Please give us feedback.** We welcome all feedback both on contents and on processes. We are particularly interested to know if there are any other Ministry Opportunities, Languages, Time Periods or World Regions, and are planning to adjust it according to agency feedback.

**Contact Details**

Web database Contact person: Lindsay Fell

Email: [admin@secondwind.net.au](mailto:admin@secondwind.net.au) or [Lindsay@secondwind.net.au](mailto:Lindsay@secondwind.net.au)

Phone: (07) 38436610 or 0409 498 449

Skype: second\_wind\_network